Expense Claim

RCT Number (Finance Use)

Claim Number
37659

Employee Name: Elizabeth Denham

Delegated authority: [redacted]

Department (choose from drop down menu): Executive - 008

008	0000

Nominal Code (Finance Use)

Expense Period From: 10/02/2017
To: 17/02/2017

Itemised Expenses

DATE	TIME Depart	TIME Arrive	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency) Other currency
10/02/17			Flight home to Canada - Relocation costs	43	Other	3063.55
			Return visit required for personal reasons			
					SUBTOTAL	3,063.55

Mileage

	Miles	No. of passengers		
Car miles claimed (Standard Rate) *			45 p per mile	0.00
Car miles claimed (Public Transport Rate)			25 p per mile	0.00
Motorcycle miles claimed			24 p per mile	0.00
Bicycle miles claimed			20 p per mile	0.00
Passenger rate			5 p per mile	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance

TOTAL REIMBURSEMENT **3,063.55**

Don't forget to attach receipts!

Claimant: Please email to your manager for approval.
Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

Expense Claim

RCT Number (Finance Use)

Claim Number
74528

Employee Name: Elizabeth Denham

Delegated authority: [redacted]

Department (choose from drop down menu): Executive - 008

008	0000

Nominal Code (Finance Use)

Expense Period From: 14/01/2017
To: 17/02/2017

Itemised Expenses

DATE	TIME Depart	TIME Arrive	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency) EURO
14/01/17			Hosting : Lunch with [redacted] Paris	37	Subsistence - Overseas	49.90
07/02/17			Taxi in Brussels	38	Travel - Overseas	8.00
08/02/17			Hot drink in Brussels	39	Travel - Overseas	3.50
08/02/17			Dinner in Brussels	40	Subsistence - Overseas	12.50
08/02/17			Taxi in Brussels	41	Travel - Overseas	12.00
					SUBTOTAL	85.90

Mileage

	Miles	No. of passengers		
Car miles claimed (Standard Rate) *			45 p per mile	0.00
Car miles claimed (Public Transport Rate)			25 p per mile	0.00
Motorcycle miles claimed			24 p per mile	0.00
Bicycle miles claimed			20 p per mile	0.00
Passenger rate			5 p per mile	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance

TOTAL REIMBURSEMENT **85.90**

Don't forget to attach receipts!

Claimant: Please email to your manager for approval.
Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

Expense Claim

RCT Number (Finance Use)

Claim Number
77753

Employee Name: Elizabeth Denham

Delegated authority: [redacted]

Department (choose from drop down menu): Executive - 008

008	0000

Nominal Code (Finance Use)

Expense Period From: 26/01/2017
To: 17/02/2017

Itemised Expenses

DATE	TIME Depart	TIME Arrive	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency) UK £	
26/01/17			Removal Costs	42	Other	841.05	Costs for moving as rented flat being sold
			Relocation to new premises caused by the termination by the landlord of the original lease.				
January			Monthly rental			1500.00	
					SUBTOTAL	2,341.05	

Mileage

	Miles	No. of passengers		
Car miles claimed (Standard Rate) *			45 p per mile	0.00
Car miles claimed (Public Transport Rate)			25 p per mile	0.00
Motorcycle miles claimed			24 p per mile	0.00
Bicycle miles claimed			20 p per mile	0.00
Passenger rate			5 p per mile	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance

TOTAL REIMBURSEMENT **2,341.05**

Don't forget to attach receipts!

Claimant: Please email to your manager for approval.
Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

Expense Claim

RCT Number (Finance Use)

Claim Number
577

Employee Name: Elizabeth Denham

Delegated authority: [redacted]

Department (choose from drop down menu): Executive - 008

008	0000

Nominal Code (Finance Use)

Expense Period From: 01/02/2017
To: 28/02/2017

Itemised Expenses

DATE	TIME Depart	TIME Arrive	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency) UK £
06/02/17	16:00	16:20	Taxi to MAN airport for Brussels Flight		Travel - UK	20.00
					SUBTOTAL	20.00

Mileage

	Miles	No. of passengers		
Car miles claimed (Standard Rate) *			45 p per mile	0.00
Car miles claimed (Public Transport Rate)			25 p per mile	0.00
Motorcycle miles claimed			24 p per mile	0.00
Bicycle miles claimed			20 p per mile	0.00
Passenger rate			5 p per mile	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance

TOTAL REIMBURSEMENT **20.00**

Don't forget to attach receipts!

Claimant: Please email to your manager for approval.
Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

Expense Claim

RCT Number (Finance Use)

Claim Number
24521

Employee Name: Elizabeth Denham

Delegated authority: [redacted]

Department (choose from drop down menu): Executive - 008

008	0000

Nominal Code (Finance Use)

Expense Period From: 08/12/2016
To: 17/02/2017

Itemised Expenses

DATE	TIME Depart	TIME Arrive	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency) UK £
08/12/16			Christmas Cards	1	Other	82.20
11/12/16			Taxi	2	Travel - UK	22.00
06/01/17			Taxi	3	Travel - UK	5.00
12/01/17			Taxi	4	Travel - UK	10.00
15/01/17			Taxi	5	Travel - UK	20.00
17/01/17	13:11	15:09	Train to London for speaking engagements			
17/01/17			Taxi	6	Travel - UK	5.00
17/01/17			Dinner	7	Subsistence - UK	23.75
18/01/17			Taxi	8	Travel - UK	10.00
18/01/17			Taxi	9	Travel - UK	10.00
18/01/17			Taxi	10	Travel - UK	11.00
18/01/17			Taxi	11	Travel - UK	11.00
18/01/17			Dinner		Subsistence - UK	20.00
19/01/17			Taxi	12	Travel - UK	15.00
19/01/17			Breakfast	13	Subsistence - UK	4.90
19/01/17			Lunch	14	Subsistence - UK	16.20
19/01/17			Taxi	15	Travel - UK	10.34
19/01/17			Taxi	16	Travel - UK	12.32
19/01/17			Taxi	17	Travel - UK	14.91
19/01/17	14:40	16:27	Return from London to Wilmslow			
23/01/17	12:11	14:05	Train to London for speaking engagements			
23/01/17			Refreshments on train	18	Subsistence - UK	5.50
23/01/17			Taxi	19	Travel - UK	10.00
24/01/17			Taxi	20	Travel - UK	22.00
24/01/17	18:00	20:47	Train from London to Newcastle			
24/01/17			Snack at station	21	Subsistence - UK	5.68
25/01/17			Refreshments on train	22	Subsistence - UK	14.25
25/01/17			Taxi	23	Travel - UK	7.00
25/01/17			Breakfast at Vermont Hotel Newcastle	24	Subsistence - UK	7.40
25/01/17	1447	1744	Return from Newcastle to Wilmslow			
30/01/17	1111	1305	Train to London for speaking engagements			
30/01/17			Taxi	25	Travel - UK	8.00
30/01/17			Taxi		Travel - UK	12.00
31/01/17			Taxi	26	Travel - UK	8.20
31/01/17			Tube		Travel - UK	12.00
31/01/17			Oyster card renewal		Travel - UK	131.00
31/01/17			Breakfast	27	Subsistence - UK	6.25
31/01/17			Lunch	28	Subsistence - UK	4.70
01/02/17			Breakfast	29	Subsistence - UK	12.32
01/02/17			Lunch	30	Subsistence - UK	3.99
01/02/17			Taxi	31	Travel - UK	22.00
01/02/17			Taxi	32	Travel - UK	42.90
01/02/17	1111	1305	Return from London to Wilmslow			
01/02/17			Mail Redirection	33	Other	83.98
03/02/17			Hosting: Lunch with Scottish Commissioner	34	Subsistence - UK	20.25
06/02/17	1735	1955	Flight to Brussels for Article 29 meeting			
06/02/17			Snack at airport	35	Subsistence - UK	2.45
10/02/17			Heathrow Express Ticket	36	Travel - UK	25.00
					SUBTOTAL	770.49

[redacted]

Mileage

	Miles	No. of passengers		
Car miles claimed (Standard Rate)*			45 p per mile	0.00
Car miles claimed (Public Transport Rate)			25 p per mile	0.00
Motorcycle miles claimed			24 p per mile	0.00
Bicycle miles claimed			20 p per mile	0.00
Passenger rate			5 p per mile	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance

TOTAL REIMBURSEMENT **770.49**

Don't forget to attach receipts!

Claimant: Please email to your manager for approval.
Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment